

January 25, 2021

To: Campus

From: Vice President for Administration and Finance

Subject: Campus Policies and Procedures Under Review

Good Morning,

Revisions to various campus policies are being proposed for approval and implementation. Proposed revisions to these policies were presented to the Administrative Council on November 4, 2020 and subsequently are being sent to the Campus Community for review. Please send any feedback, questions or comments to the designated policy reviser by February 25, 2021. For your reference, redline versions of the revised policies are attached.

New Policies Under Review:

- A proposal for a new policy, **University Archives Collection Development Policy**, is being proposed for approval and implementation. Please review the [Archives Collection Development Policy](#) and send any feedback you may have to Cesar Caballero, Dean, Pfau Library, at ccaballe@csusb.edu.
- A proposal to adopt the **Systemwide Video Security Camera Policy** is being proposed for approval and implementation. Please review the systemwide [Systemwide Video Security Camera Policy](#) and send any feedback you may have to Sam Sudhakar, Vice President for Information Technology Services at ssudhakar@csusb.edu.

Existing Policies Under Revision:

- A revised version of the **Information Technology Accessibility Policy** is being proposed for approval and implementation. Please review the revised [IT Accessibility Policy](#) and send any feedback you may have to Sam Sudhakar, Vice President for Information Technology Services at ssudhakar@csusb.edu.
- A revised version of **Animals on Campus Policy**, is being proposed for approval and implementation. Please review the revised [Animals on Campus Policy](#) and send any feedback you may have to Lynniece Warren, Interim Executive Director for Risk Management at Lynniece.warren@csusb.edu.
- A revised version of **Risk Management Policy**, is being proposed for approval and implementation. Please review the revised [Risk Management Policy](#) and send any feedback you may have to Lynniece Warren, Interim Executive Director for Risk Management at Lynniece.warren@csusb.edu.

- A revised version of **Hospitality Policy**, is being proposed for approval and implementation. Please review the revised [Hospitality Policy](#) and send any feedback you may have to Monir Ahmed, Associate Vice President for Finance and Administrative Services at mahmed@csusb.edu.
- A revised version of **Working Title Policy**, is being proposed for approval and implementation. Please review the revised [Working Title Policy \(Non MPP\)](#) and [Working Title Policy \(MPP\)](#) and send any feedback you may have to Jeanne Durr, Interim Associate Vice President for Human Resources at Jeanne.durr@csusb.edu.
- A revised version of **Position Reclassification Probation Policy**, is being proposed for approval and implementation. Please review the revised [Position Reclassification Probation Policy](#) and send any feedback you may have to Jeanne Durr, Interim Associate Vice President for Human Resources at Jeanne.durr@csusb.edu.
- A revised version of **Acquisition, Placement, and Rotation of Art In Public Spaces (Public Art) and Monuments Policy**, is being proposed for approval and implementation. Please review the revised [Public Art Policy](#) and send any feedback you may have to Robert Nava, Vice President for University Advancement, Robert.nava@csusb.edu.
- A revised version of **University Event Policy**, is being proposed for approval and implementation. Please review the revised [University Event Policy](#) and send any feedback you may have to Robert Nava, Vice President for University Advancement, Robert.nava@csusb.edu.
- A revised version of **Memorial Designations on Campus Policy**, is being proposed for approval and implementation. Please review the revised [Memorial Designations Policy](#) and send any feedback you may have to Robert Nava, Vice President for University Advancement, Robert.nava@csusb.edu.
- A revised version of **CSUSB Naming Guidelines**, is being proposed for approval and implementation. Please review the revised [Naming Guidelines](#) and send any feedback you may have to Robert Nava, Vice President for University Advancement, Robert.nava@csusb.edu.

Thank you,

Doug

Douglas R. Freer, Ed.D.
Vice President for Administration and Finance/CFO
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ANIMALS ON CAMPUS POLICY

Reviewed By: Administrative Council on October 23, 2000

Approved By: President Karnig on November 30, 2000

Reviewed By: Administrative Council on January 14, 2013

Approved By: President Morales on January 31, 2013

For interpretation of this policy, please contact the responsible department: Office of Environmental Health and Safety, (909) 537-5179.

This policy is a revision of two CSUSB policies which have been in effect since 1971 addressing issues related to animals on campus. Due to changes in terminology and practices, the existing campus policies ('Policy Relating to Dogs on Campus' and 'Animals on Campus') have been consolidated and updated into a single policy. Legal authority for this policy includes the Americans with Disabilities Act, Rehabilitation Act of 1973 (Section 504), the California Food and Agriculture Code (Section 30801), California Health and Safety Code (Section 121575) and California Vehicle Code (Section 23117). This policy applies to all employees and students at the University.

This policy outlines procedures designed to control the nuisance and potential health hazards created by domestic animals (e.g., dogs, cats, livestock), and wild animals (e.g., raccoons, skunks, opossums), on campus. Research animals are exempt from this policy.

GENERAL OVERVIEW

Dogs and other animals, except for police dogs, service animals used by individuals with disabilities, and animals used in research or demonstration as part of a University program, are not permitted in University buildings, including University housing units (except as indicated in housing agreements). Service animals, as defined by the ADA, are dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities.

The animal may not be brought into a classroom unless the animal is part of a teaching or research project sanctioned by the University or service animal for a student and faculty member/guest lecturer in the classroom.

Service animals may be restricted from certain areas where considerations of public health and safety, safety of the individuals with disabilities or of the service animals, or research integrity must take precedence. These include research laboratories where contamination caused by the presence of an animal, or risk of contamination of an animal, may be present; mechanical rooms and custodial closets; medical treatment areas; areas posing dangerous hazards to service animals; and food preparation areas where public safety regulations prohibit the presence of a service animals. Restricted areas will be identified by the department responsible for controlling access to the area after consultation with the Human Resource. Where restrictions are necessary, access to these areas will be accommodated through other reasonable means to be determined on a case-by-case basis.

ACCEPTABLE PRACTICES

Service animals while on University property must be under the control of a competent person at all times. Service animals must be kept on a leash, harness, or tethered in all areas of the University except when the animal is contained in a faculty or staff office, or the restraint devices interfere with the service animal's work or the individual's disability prevents use of these devices. In that case, the individual must use voice, signal, or other effective means to maintain control of the animal.

A valid dog license must be worn at all times by any dog on University property.

Fecal matter deposited by animals on University property must be removed immediately by the owner of the animal depositing such. If the individual is personally unable to perform the task due to disability, it is their responsibility to arrange for removal and disposal. Any damage, staining, discoloration, odor, or other result of the animal's waste deposit will be repaired or resolved to bring affected areas back to University standards. The owner of the animal is responsible for all costs necessary to effect repairs.

Owner and/or handlers are responsible for the supervision and care of the animal. Disruption of the University educational process, administrative process, or other University function by any animal will require that the animal be removed from University property immediately.

The owner of any animal found in any University facility where animals are not allowed will be requested to remove the animal immediately. Failure to comply with this request will result in the animal being impounded. Any animal causing a nuisance will be subject to impoundment and the owner may be cited under San Bernardino City Ordinances. Owners of impounded animals will be held responsible for payment of any impound and/or license fees required to secure the release of their animals. Owners of animals on University property shall be liable for the expense of all damages caused by the animal(s).

No animal shall be maintained overnight in any University building which is not designated as approved housing (e.g. vivaria) for the animal or overnight stay location of the owner of the service animals. Research animal housing can be secured through the CSUSB Institutional Animal Care and Use Committee (IACUC).

Unattended animals found secured or restrained outside a University building will be removed by University Police or by the San Bernardino City Animal Control. The presence of any animal in any motor vehicle without proper food, water, ventilation, or subjected to extreme temperatures that could affect its health or safety, will be reported to San Bernardino City Animal Control.

WILD ANIMALS

As a matter of procedure feral cats will be trapped by the CSUSB Facilities Services' Grounds Department and removed by San Bernardino City Animal Control.

Sighting of injured or potentially dangerous wild animals (e.g., opossums, skunks, coyotes) on University property should be reported to the University Police and/or the Environmental Health and Safety Department. Wild animals threatening other animals or humans should be reported to the University Police immediately. For removal of carcasses found on University property, contact the Facilities Services' Grounds Department (537-5175) during business hours, and the University Police (537-5165) during evening and weekend hours.

Horses shall not be ridden on any campus property that is developed or landscaped.

ENFORCEMENT AND LIABILITY

This policy will be administered by the CSUSB Environmental Health and Safety Department, in cooperation with the CSUSB University Police and the San Bernardino City Animal Control. It is the responsibility of department administrator to enforce this policy within their departments. Violation of the policy by an employee or student at the University may result in corrective action under appropriate personnel policy and procedures, and student conduct procedures.

Any injury to a member of the campus community and/or damages to university property by the animal will be the responsibility of the animal's owner and handler.

DRAFT

Reviewed By: Administrative Council on March 18, 1991

Approved By: President Evans on March 18, 1991

Reviewed By: President Evans

RESPONSIBLE DEPARTMENT: Office of Vice President for University Advancement,
909/537-5004

The policies and procedures on naming facilities, properties and programs follow the policy authorized and updated by the California State University (CSU) Board of Trustees.

CSUSB Procedures

1. Individuals, committees or organizations proposing the naming of a facility, property or program shall present a detailed written plan to the Vice President of University Advancement. The recommendation must succinctly state the reasons for the proposed name, the individual or group proposing the request, the extraordinary circumstances justifying the request, and provide complete biographical data on the individual(s) or entity being proposed for honor.
2. The Vice President of University Advancement will prepare the request for the President to review.
3. The President of the University will consult with the President's Cabinet and Facilities, Planning and Management and other groups, as needed. The President will then inform the individuals, committees or organizations of their decision. All consultation shall be confidential in consideration for the donor, the honoree, or their families.

Whenever the above procedures have been completed, and if deemed appropriate to advance the proposal, the President will submit the proposal to the CSU Vice Chancellor for University Advancement.

In those cases in which the authority for naming has been sub-delegated to the campus President, steps one – three shall be followed prior to the rendering of a decision.

California State University San Bernardino

Hospitality Policy

Reviewed By: Administrative Council on April 16, 2001

Approved By: President Karnig on April 16, 2001

Open configuration options

Reviewed By: Administrative Council on June 02, 2014

Approved By: President Morales on June 02, 2014

For interpretation of this policy, please contact the responsible department: Associate Vice President of Finance, 909/537-5129

~~The Integrated CSU Administrative Manual, [ICSUAM 1301.00](#), **Hospitality, Payment or Reimbursement of Expenses**, authorizes the use of university funds to pay for hospitality expenses that are consistent with the mission and fiduciary responsibilities of the university. ICSUAM 1301.00 is a system wide policy that applies to all campuses and is the basis for the campus 'Hospitality Policy.'~~

~~The campus Hospitality Policy applies to activities that promote the university to the public and the provision of hospitality in connection with official university business and outlines how university funds may be used for such purposes.~~

~~Requests for purchase orders to vendors or reimbursements must be submitted using the [CSUSB Hospitality Expense Approval Form](#) and approved by designated official with oversight for the requestors unit, in accordance with ICSUAM 1301.00.~~

Objective

~~It is the intent of the California State University, San Bernardino to follow the CSU policy on hospitality ICSUAM 1301.00 as its policy and supplement with campus procedure as required by the policy.~~

Purpose

It is the policy of California State University San Bernardino (CSUSB) and its auxiliaries (Auxiliaries), unless otherwise noted and together referred to as the "University" that hospitality expenses may be

paid to the extent that such expenses are necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the University. This policy applies to employees, students, donors, guests, visitors, volunteers, and other individuals as part of a business meeting; recreational, sporting or entertainment event; or other occasion that promotes the mission of the University and serves a bona fide business purpose. The policy also addresses meals served to employees and meals provided to prospective students and employees.

Scope

This policy applies to all campus business units within the CSUSB. This policy governs the appropriate use of state and auxiliary organizations. CSUSB and its auxiliary organizations will comply with additional restrictions when established by funding sources.

Authority

Authority for this policy is pursuant to California Education Code section 89044. This policy is issued under delegation of authority from the Chancellor to the Executive Vice Chancellor and Chief Financial Officer, and implementation and compliance with the policy is further delegated to the campus Chief Financial Officer. California Education Code sections 66600, 89030, and 89035. In compliance with the ICSUAM policy, section 1301.00.

Definitions

Approving Authority – a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy.

Auxiliary Organization Funds – CSU auxiliary organizations are separate legal entities authorized in the Education Code to provide essential services to students and employees. Auxiliary organizations operate in association with campuses pursuant to special written agreements, and are authorized to perform specific functions that contribute to the educational mission of the campus. These organizations are subject to applicable state and federal laws and regulations.

De Minimis – small in value, relative to the value of total compensation. There is no set dollar amount in the law for nominal prizes or awards. The de minimis value for this specific policy is 75.00

Employee Meetings – meetings which serve a CSU business purpose and are generally administrative in nature such as staff meetings, CSU system wide meetings of functional offices, meetings of the Academic Senate, campus meetings of deans and directors, employee morale functions, extended formal training sessions, conferences, extended strategic planning sessions, and meetings of appointed workgroups and committees. Does not include one on one lunches when the meeting could otherwise be completed during the regular business day.

Events and Recognition – Events which serve a CSU business purpose and are in acknowledgement of milestones, significant contributions and employee recognition are generally allowable.

Hospitality – Defined to include the following elements:

- Awards and Prizes

- Something of value given or bestowed upon an individual, group, or entity in recognition of service to the university or achievement benefiting the university with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose.
- Events, Recognition, Entertainment
 - Reasonable expenditures as part of a public purpose event includes, but is not limited to:
 - Equipment Rental
 - Venue Rental
 - Décor
 - Supplies
 - Music
 - Guest Speakers and Presenters
- Food and Beverage
 - Reasonable provision of a:
 - Meal (catered or restaurant)
 - Light refreshments (beverages, hors d'oeuvres, pastries, candy and cookies).
- Fundraising Events
 - Events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, door-to-door sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. Fundraising events must have prior approval by VP for Advancement, per ICSUAM 15701.
 - Fundraising events do not include the following:
 - Activities substantially related to the accomplishment of the CSU's educational purpose, including such activities that receive sponsorship
 - Fundraising solicitations and related prospecting activities intended to generate only a contribution (no purchase of goods or services)
 - Unrelated trade or business activities that generate fees for service
 - Raffles in which the prizes have only a nominal value and do not require reporting as taxable income
- Promotional Items
 - Items that display the name, logo or other icon identifying the university such as a:
 - Keychain
 - Coffee mug
 - Calendar
 - Campus Gear Wear/Apparel
 - Promotional items are distributed to provide information and/or promote the name or image of the University and are not intended for CSUSB employees.
 - Clothing purchases for recognition when it pertains to safety, special events or special groups will be considered a regular business expense and not governed by this procedure; e.g. Commencement, Summer Orientation, and Diversity recognition.
 - Logo and related branding must be pre-approved by Strategic Communications.

Membership in Social Organizations – University clubs, athletic clubs, civic organizations and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade

associations and professional organizations are considered a regular business expense and are not governed by this procedure.

Official Host – a CSU trustee, auxiliary governing board member, or university or auxiliary employee who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of CSU business.

Official Guest – a person invited by an official host to attend a CSU meeting, conference, reception, activity or event. Examples of official guests include employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

Public Purpose - A business purpose, which include expenses, that serve a purpose consistent with the mission and fiduciary responsibilities of the CSU.

Private-Purpose Trust and Agency Funds - as defined by Executive Order (EO) 1000. See <https://www.calstate.edu/eo/EO-1000.html>.

State Funds – These are monies that are either appropriated by the legislature, as part of the budget process or continuously appropriated (e.g., tuition and fees).

Sponsored Program Administration Funds - Federal, state, local government, and private contracts.

Student Organizations - As defined in Executive Order (EO) 1068 - See <https://www.calstate.edu/eo/EO-1068.html>– Student Activities, section titled "Formal Chartering and Recognition Policies."

Tip/Gratuity - A gratuity (also called a tip) is a sum of money customarily given by a client or customer to a service worker in addition to the basic price. Tipping is commonly given to certain service sector workers for a service performed, as opposed to money offered for a product or as part of a purchase price.

Work Location – The place where the major portion of an employee's working time is spent or the place to which the employee returns during working hours upon completion of special assignments. The employee's department determines what constitutes an individual employee's work location

Allowable Expenditures

Allowable Funding Sources for Hospitality Expenditures	Operating Fund (SBXXX)	State Trusts Funds	SMSU	ASI	Phil	UEC
Alcoholic Beverages - Including tax, gratuity and service charges	No	No*	No	No	Yes*	Yes*

Bereavement Gift Expenditures - flowers, plants or card for employees or former employees	No	No*	Yes	Yes	Yes	Yes
Donor Cultivation - Includes meals when meeting with university donors and guests	No**	No*	Yes	Yes	Yes	Yes
Employee Recognition Awards - (Certificates, Trophies, Plaques etc.)	Yes	No*	Yes	Yes	Yes	Yes
Employee Meetings - Must serve a bona-fide business purpose. (Generally limited to no more than 12 times per fiscal year, per department, monitored and managed by the department.)	Yes	No*	Yes	Yes	Yes	Yes
Employee Recognition Events - Acknowledgement of employee milestones, significant contributions and employee recognition. (Includes Retirements, Farewells with 5+ years of service). Operating Fund okay with Official Guests attending.	Yes	No*	Yes	Yes	Yes	Yes
Interview/Recruitment Meetings Search committee meals and light refreshments when hosting interview candidates	Yes	No*	Yes	Yes	Yes	Yes
Official Guest Expenses – Meals and light refreshments with official guests	Yes	No*	Yes	Yes	Yes	Yes
Promotional Items - Specific CSUSB logo items and gear/spirit wear within the de minimis value	Yes	No*	Yes	Yes	Yes	Yes
Spouses and Domestic Partners - Hospitality expense with bona fide business purpose	Yes**	No*	Yes	Yes	Yes	Yes
Student Meetings and Recognition Events	Yes	No*	Yes	Yes	Yes	Yes

*Allowable when authorized by the trust fund. See trust fund for specific requirements and allowances.

**Use non-state resources.

Hospitality expenses must be directly related to, or associated with, the active conduct of official University business. When an employee acts as an official host, the occasion must, in the best judgment of the approving authority, serve a clear University business purpose, with no personal benefit derived by the official host or other employees. In addition, the expenditure of funds for hospitality should be cost effective and in accordance with the best use of public funds.

When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

Employee Meetings

Meals or light refreshments provided to employees may be permitted if the expenses occur infrequently, are reasonable and appropriate to the business purpose.

When a meeting takes place over an extended period and the agenda includes a working meal, there may be justification that the meal is integral to the business function.

Meals – Maximum per Person Rates

See Appendix “A”

Tippling/Gratuities Guidance

It is recommended that users be reasonable (tips and gratuities should generally be 20% or less of the cost of the meal.)

Spouses, Domestic Partners and Significant Others

Hospitality provided to the spouse, domestic partner or significant other of an employee may be permitted when it serves a University business purpose such as ceremonial functions, fundraising events, alumni gatherings, athletic games, and community events. An agenda, invitation or similar documentation must be included with the payment record.

Students and Prospective Students

Hospitality provided to students or prospective students may be permitted when it serves a University business purpose. To justify the expenditures, one must determine that the expenditure is consistent with the mission of the University. Permissible activities may include:

- Recruitment Efforts
- Student Activities
- Student Programs
- Student Organization Events
- Student Recognition Events and Commencements

Students may be hosted to attend fundraising and other community relations events that enhance their learning experience, in recognition of their student achievement, to engage with alumni and donors, or as representatives of elected student leadership.

Hospitality provided to student athletes and recruits must be in accordance with the rules, regulations, guidelines, standards and procedures of the intercollegiate athletic association’s national governing board; e.g., National Collegiate Athletic Association.

Awards and Prizes

Award programs may be established to the extent that such expenses serve a purpose consistent with the mission and fiduciary responsibilities of the CSU and aligns with IRS regulations. Cash and cash equivalent items, such as gift cards and gift certificates, no matter how small, are always taxable to the employee as wages. A non-cash award or prize may have a taxable consequence to the employee if it does not meet the IRS definition of de minimis and infrequent. Only tangible goods with a retail value of less than 75.00 is considered de minimis. It is the responsibility of the department awarding the prize to report the value to the Payroll Department. Refer to IRS for tax rules: <https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>

Unallowable Expenses

Personal Benefit

Hospitality expenses that are of a personal nature and not related to the active conduct of official University business will not be paid or reimbursed. The California gift of public funds doctrine set forth in the California Constitution, article XVI §6, prohibits the giving or lending of public [state] funds to any person or entity, public or private, unless there is a public purpose.

Examples include, but are not limited to:

- Employee Birthdays
- Weddings
- Wedding Anniversaries
- Baby Showers

Allowable Funding Sources

State Funds

Unless specifically authorized in the local trust agreement (LTA), State Funds have the following restrictions and uses:

- State Funds may not be used:
 - To pay for any expenditure prohibited by applicable laws, regulations, or agreements including the California Budget Act.
 - To pay for food and beverages or entertainment services that do not serve a business purpose.
 - To pay for alcoholic beverages, memberships in social organizations, or tobacco products.
- State Funds may be used:
 - To pay for awards and prizes to employees for exceptional contributions, to students for excellence, and individuals to participate in a research funded survey or study.
 - For employee recognition, and official presentations for length of service awards or exceptional contributions, with at least 5 years of service.
 - To pay for official employee morale-building and appreciation activities that serve a business purpose.

Auxiliary Organization Funds

Hospitality expenses may be charged to auxiliaries provided the expense serve a bona fide business purpose. Auxiliary organization funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent these purchases are not restricted by other applicable laws, regulations, or funding source agreements.

Sponsored Programs Administration Funds

Federal or local government contract and grant funds may only be used to pay hospitality expenses specifically authorized in the contract or grant, or by agency policy. In the event of a conflict between agency and University policy, the stricter of the two policies shall apply.

Federal Funds may not be used to purchase alcoholic beverages or tobacco products, unless alcohol and tobacco are part of the research.

For specific Sponsored Program Administration Fund requirements, follow this link: [\(insert link here\)](#)

Private-Purpose Trust and Agency Funds

Hospitality expenses may be charged provided the expense serves a bona fide business purpose and to the extent other applicable laws, regulations, or funding source agreements do not restrict these purchases.

Purchase Order Requirements

Business Unit SBCMP:

- When purchasing from any vendor other than campus catering, or the approved vendor list, a Purchase Order will be required for anything exceeding \$250.00. Submit the following to campus Purchasing with the Purchase Requisition:
 - Approved Hospitality Form

Business Unit UEC, SBPHL

- When purchasing from any vendor other than campus catering, a Purchase Order will be required for any amount exceeding \$10,000. Submit the following documents to the Purchasing unit with the Purchase Requisition:
 - Approved Hospitality Form
 - Sole Source Form to establish a Purchase Order

Business Units: SBASI, SBSUN:

- When purchasing from any vendor other than campus catering, a Purchase Order will be required for any amount exceeding \$10,000. Submit the following documents to the Purchasing unit with the Purchase Requisition:
- Approved Hospitality Form

Invoices must be submitted to Accounts Payable, with the valid PO number on the face of the invoice for payment processing.

Approval of Transactions

State Side Approvals

Requirements that individuals with delegated approval authority may not approve their own expenses and individuals may not approve expenses of their supervisor. The exception is approval of President's expenditures by the Chief Financial Officer.

Requirements that payment or reimbursement for attendance at a community relations activity or fundraising event include documentation of the individual names, affiliations, and direct or indirect benefit to the University to be derived from the expense.

The President, or designee must approve payment or reimbursement of hospitality expenditures for recreational, sporting or entertainment events.

The President, or designee must approve payment or reimbursement of hospitality expenditures for a spouse, domestic partner or significant other of an employee.

Auxiliary Approvals

Requirements that individuals with delegated approval authority may not approve their own expenses and individuals may not approve expenses of their supervisor. The exception is approval of President's expenditures by the Chief Financial Officer.

A Hospitality Expense Request must be completed whenever food (breakfast, lunch, and/or dinner) or light refreshments are served for the purpose of extending hospitality in connection with CSUSB and/or Auxiliary business. Requirements that payment or reimbursement for attendance at a community relations activity or fundraising event include receipt(s) and/or invoice, agenda of the meeting, documentation of the individual names, affiliations, and direct or indirect benefit to the University to be derived from the expense.

The authorized MPP must approve payment or reimbursement of hospitality expenditures. If the authorized MPP is not available to sign, an authorized delegation of authority must exist.

Documentation Required

The following documents and attachments are required in order to formally support the expenditure.

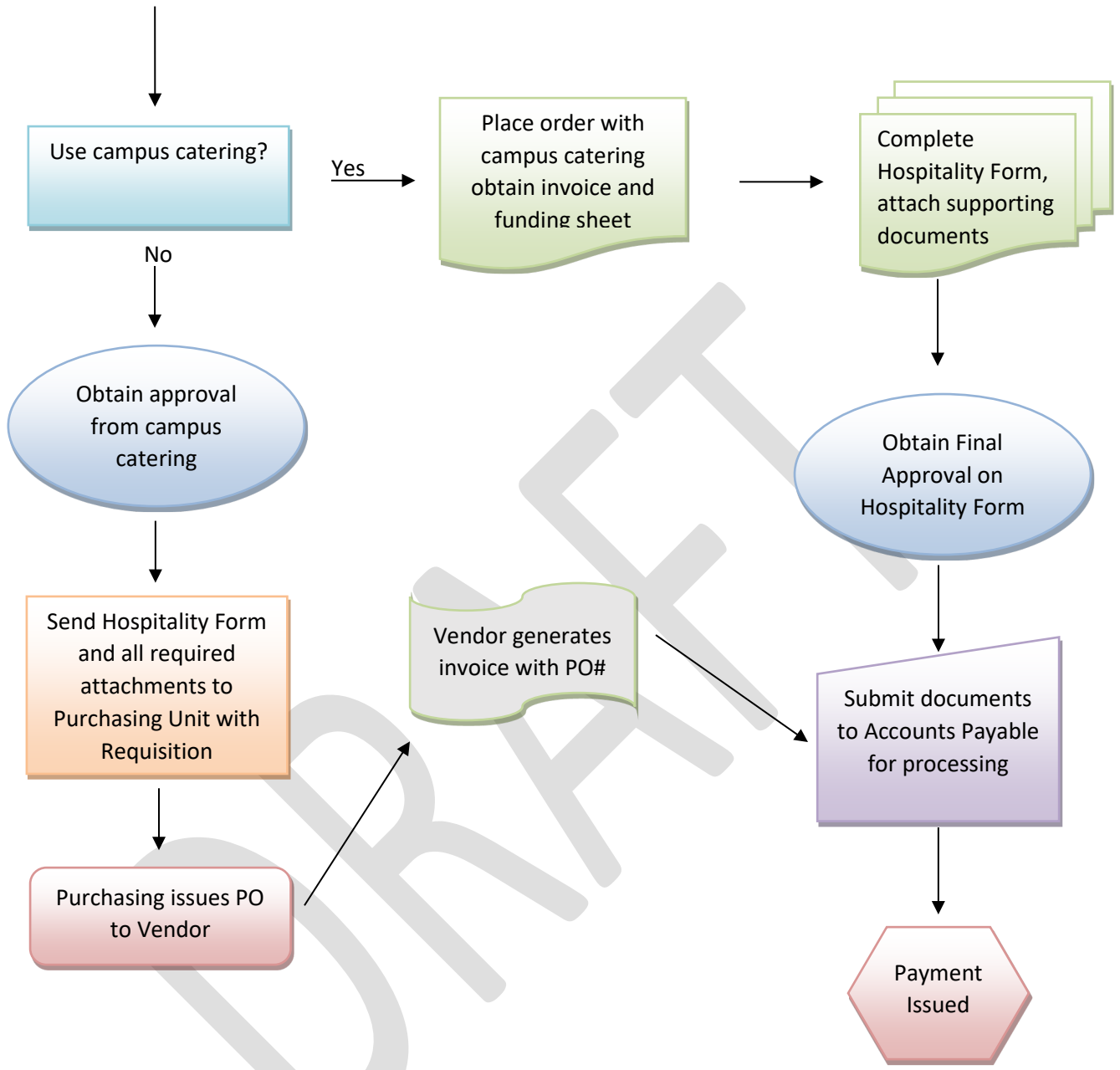
- Hospitality Form
 - <https://www.csusb.edu/accounts-payable/forms-documents>
- Itemized receipt (receipt of invoice from the vendor showing payment) or Lost Receipt Memo
 - <https://www.csusb.edu/accounts-payable/forms-documents>
- Must clearly state the business purpose (direct or indirect benefit to University)
- Agenda/Flyer/Invitation
- Listing of Attendees and Affiliations
 - In the event of a large-scale group event, such as commencement, campus wide business conferences, etc. where a sign in sheet is not available, include a flyer or invitation to justify why there is no attendee listing.
- Campus Catering - In addition to the above required documentation, the following are also required:
 - Itemized Invoice

- Detailed function sheet
- Catering (other than campus catering) - Purchase Order Requisition submitted to the appropriate Purchasing unit and in compliance with their guidelines:
 - Approved Hospitality Form
 - Itemized quote/invoice
 - Listing of Attendees/agenda/flyer
 - Submit invoice to Accounts Payable with PO number listed on the invoice
- ProCard
 - See ProCard Policy for details: <https://www.csusb.edu/procurement/procurement-card>

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Submission/Process Workflow - Catering

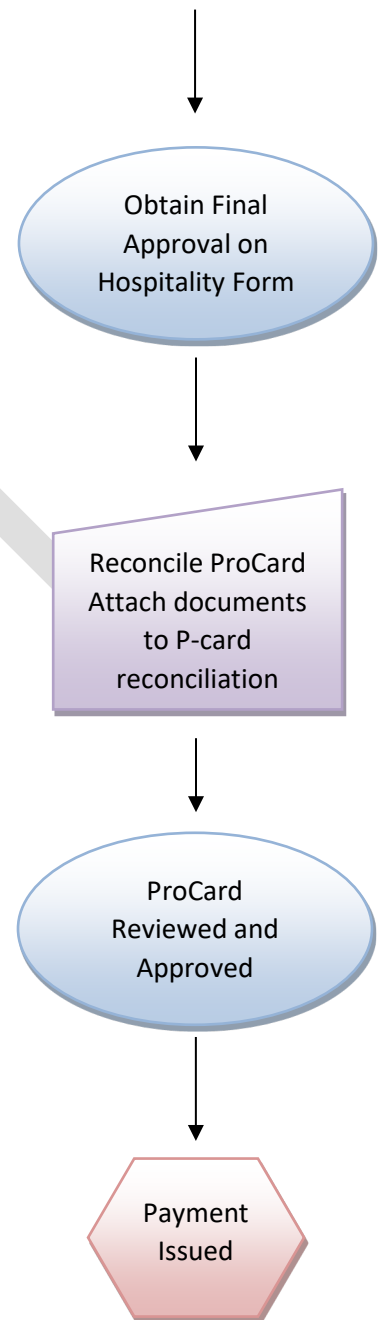
Department Request



Submission/Process Workflow – Procard Purchases

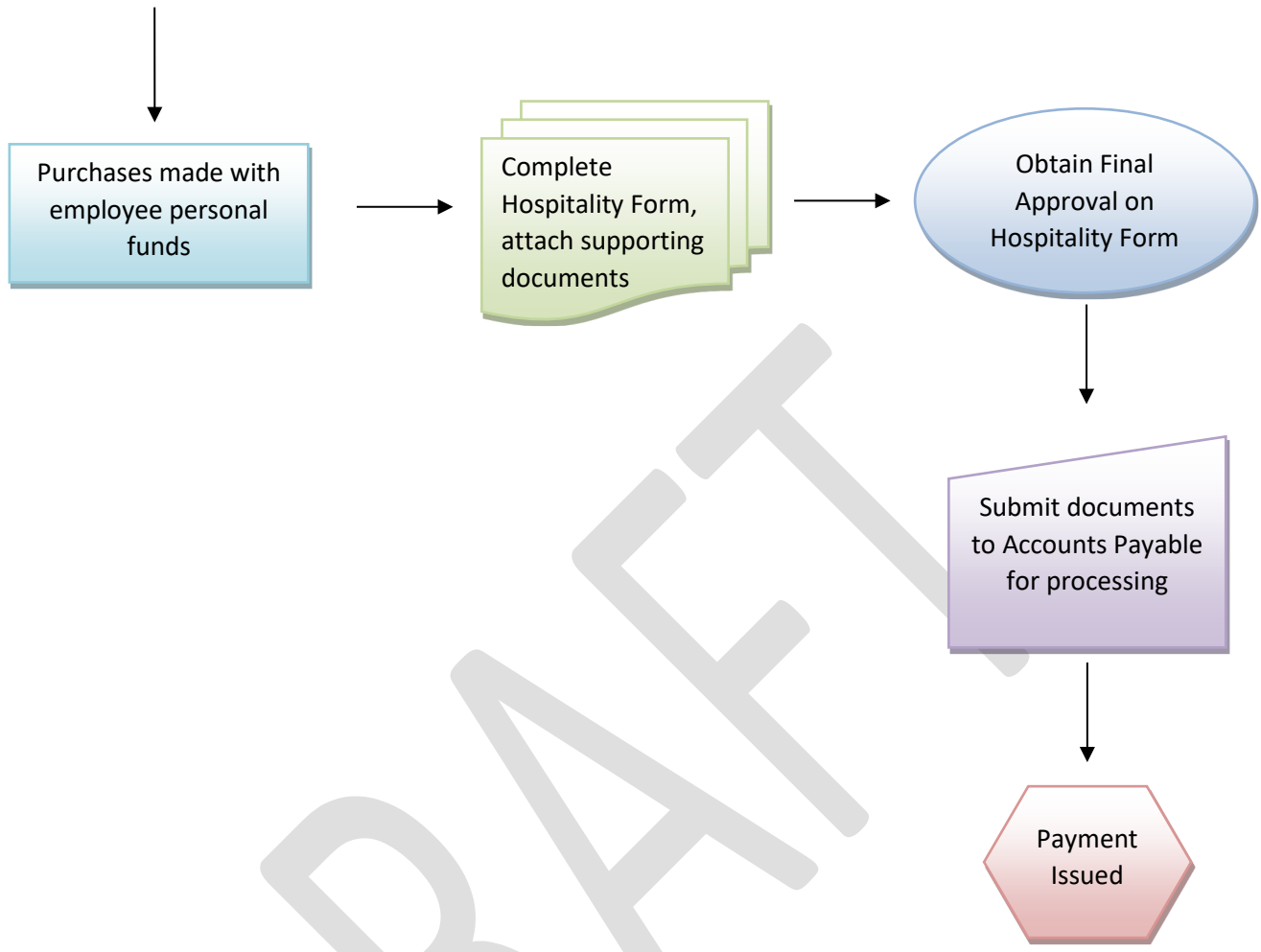


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Submission/Process Workflow – Personal Reimbursements

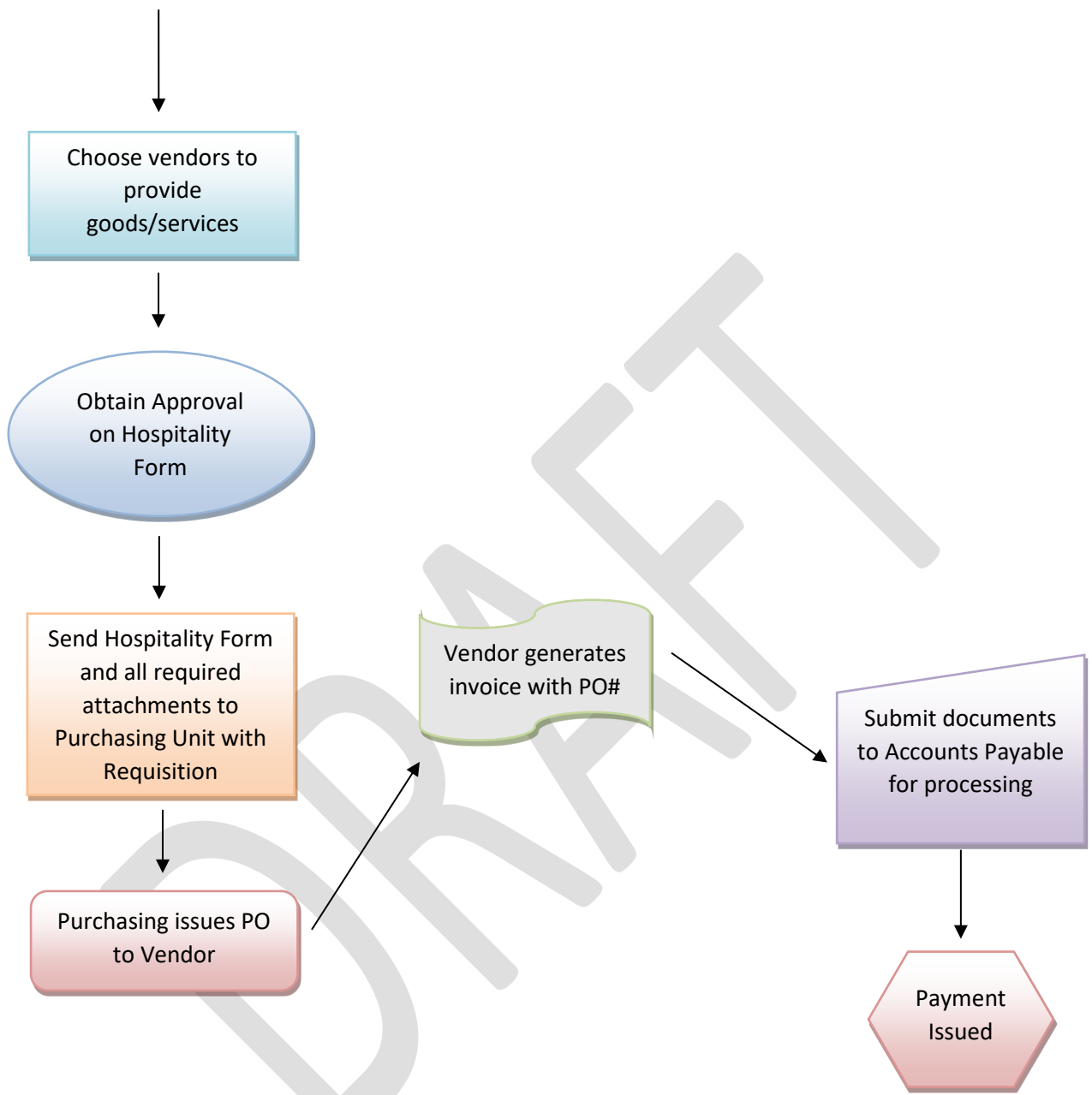
Department Request



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Submission/Process Workflow – Vendor Direct Pay
(Other than Catering - For example, table rentals, decorations, party supplies, etc.)

Department Request



Appendix A

Meals – Local Rates - Maximum per Person

The maximum per person rate(s) for breakfast, lunch, dinner and light refreshments inclusive of the total cost of food, beverages, labor, sales tax, delivery fees or other service fees are as follows:

Meal Type	Maximum per Person					
	Operating Fund (SBXXX)	State Trust Fund*	SMSU	ASI	Phil	UEC
Breakfast	\$30	\$30	\$10	\$10	\$30	\$30
Lunch	\$40	\$40	\$15	\$15	\$40	\$40
Dinner	\$75	\$75	\$25	\$25	\$75	\$75
Light Refreshments	\$30	\$30	N/A	N/A	\$30	\$30

*When authorized by the trust fund. See trust fund for specific requirements and allowances.

Meals – Out of Area/Travel Rates – Maximum per Person

The maximum per person rate(s) for breakfast, lunch, dinner and light refreshments inclusive of the total cost of food, beverages, labor, sales tax, delivery fees or other service fees for out of area travel may be obtained from the U.S. General Services Administration at the following link:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Note that while the University policy has a daily limit, for the benefit of expense processing, it is recommended that each meal be broken out individually.

Information Technology Accessibility Policy

Reviewed By: Administrative Council on August 11, 2003

Approved By: Albert K. Karnig, President on August 14, 2003

Reviewed By: Administrative Council on December 15, 2003

Approved By: Albert K. Karnig, President on January 02, 2004

Reviewed By: Administrative Council on November 26, 2007

Approved By: Albert K. Karnig, President on November 26, 2007

Reviewed By: Administrative Council on February 23, 2015

Approved By: Tomás D. Morales, President on February 23, 2015

For interpretation of this policy, please contact the responsible department:
Information Technology Services (ITS) (909) 537-5100 and Student Affairs (909) 537-5185

California State University, San Bernardino is committed to ensuring equal access to Information and Communication Technology (ICT) for all students, faculty, staff, and interested parties, regardless of disability. The university will comply with, and incorporate by reference, the CSU statement on accessibility articulated in The California State University Board of Trustees Policy on Disability Support and Accommodations ([Executive Order 1111](#)), CSU Coded Memorandum [AA-2015-22](#), and state and federal accessibility laws. ICT covered by this policy includes, but is not limited to, websites, web applications, software, electronic documents, multimedia, and electronic equipment. ICT that is needed for students, faculty, staff, or interested parties to conduct business with the university must adhere to current World-Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) and CSU accessibility requirements.

Accessibility is a shared responsibility across the university by all who implement, procure, acquire, design, develop, or maintain ICT. To bolster equitable access, the Accessible Technology Initiative (ATI) Steering Committee will provide campus oversight and

ensure maintenance of CSUSB's Web Accessibility Standards, Instructional Materials Accessibility Standards, and Standards for Procurement of Accessible ICT. The approved documentation will be available on the [Accessible Technology website](#).

The VP for Information Technology Services and VP for Student Affairs will act as chair and co-chair of the ATI Steering Committee. The chair and co-chair will constitute the committee to ensure campus wide representation of all constituents and members of the campus community.

Scope

This policy applies to all university units including auxiliary units.

Compliance

The university will conduct periodic assessments for compliance with this policy. Quarterly reports of progress will be provided by the ATI Steering committee to the University Auditor, ADA Compliance Officer, Office of Risk Management, and the Campus Accessibility Advisory Board.



Memorial Designations On Campus Policy

Reviewed By: Administrative Council on March 02, 1998

Approved By: President Karnig on March 04, 1998

For interpretation of this policy, please contact the responsible department: University Advancement, 909/537-5004

Periodically, the University receives requests from students and others who wish to establish memorial plaques, plant trees, or create some other physical representation in memory of campus community members who have passed away. In the absence of any policy to the contrary, several plaques and trees have been placed or planted.

The University wants to make available to its community the opportunity to memorialize or honor campus community members in ways that will benefit current and future students. At the same time, it is important that any memorial designations fit appropriately into the overall physical environment of the campus and that they be placed in areas where future construction is not anticipated.

The University discourages and normally will not permit the planting of trees or other plants as memorials because of the possibility that the trees or plants will suffer wind damage or will need to be relocated to make room for changes in the University facilities master plan. Similarly, the placing of plaques on the campus, when not associated with a specific facility or monument, or as specified in this policy, cannot be accepted. The naming of outdoor seating areas such as benches, gardens or tables may be considered for approval by University Advancement and Facilities Management. The Division of University Advancement can share opportunities for memorializing or honoring campus or community members.

The University has established a process whereby those who wish to memorialize campus community members with a physical representation may contribute a donation for that purpose. This process complements, but does not replace, other existing avenues for memorial gifts including scholarships, various kinds of endowments and other naming opportunities associated with gifts to enhance or build facilities.

This policy is intended to complement CSUSB's Gift Acceptance Policy.

All such designations must be part of the overall physical plan of the campus and must be approved by University Advancement and Facilities Management and funded in advance. The gift must cover the cost of a small plaque and seating area and any current or future expenses associated with it. The Office of Donor Relations will maintain an inventory and current guidelines on naming opportunities as well as recommended costs.

PROCEDURE

Individuals interested in memorializing a campus community member with an outdoor seating area should discuss their interest with a staff member in the Office of Donor Relations. A list of

opportunities, bench/seating area designs and costs will be provided, and language for an accompanying small plaque will be agreed upon. The Office of Donor Relations will draft a written agreement to be signed by the donor and the Vice President of University Advancement.

For other opportunities to memorialize or honor family and friends, the Vice President for University Advancement or the Associate Vice President for University Advancement may suggest appropriate vehicles which contribute to the education of our students.

Working Title Policy for Staff (non MPP)

Reviewed By: Administrative Council on , TBD

Approved By: TBD

For interpretation of this policy, please contact the responsible department: Associate Vice President of Human Resources, 909/537-5138

Section 505 - Personnel Policies, Rules and Regulations

In addition to, and apart from the position classification assigned to a position, a division, department or unit may grant to an employee a working title. Each position is assigned a classification title based on the responsibilities and scope of the position. The classification title is the official payroll title and, in most cases, adequately describes a position. However, if a position needs further clarification to identify a specific function, area, or specialty, a working title may be used to provide a better understanding of the job. Working titles may also be used to differentiate between similar roles in a workgroup, or distinguish between similar specialties within a classification.

CSUSB Working Title Guidelines:

- A position may have only one working title.
- Working title may not duplicate another classification title.
- Working titles must clearly describe the function, responsibilities or scope of the position, and should not misrepresent the authority or function of the position.
- Terms that are easily recognized and understood by internal and external entities should be used in lieu of abbreviations.
- Titles such as “Manager”, “Director”, “Associate Director”, “Assistant Director”, and “Supervisor” should only be used with positions designated as “management” or “supervisory”.

Note: Certain classifications in Units 6, 7, and 9 include “supervisor” in the classification title. However, the duties and responsibilities of these positions do not have the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees.

It is the policy of California State University, San Bernardino, that all working titles be approved prior to their use. Requests for new working titles or changes to existing working titles should be submitted to the campus Human Resources office for approval. Upon approval, the department may be required to submit a revised position description reflecting the new working title, and other personnel forms.

Position Reclassification Probation Policy

Reviewed By: Administrative Council on XXXX XX, 2020

Approved By: President Morales on XXXX XX, 2020

For interpretation of this policy, please contact the responsible department: Associate Vice President, Human Resources, 909/537-5138.

When an employee is reclassified through the job audit process into a higher classification, a new probationary period may be established. If a new probationary period is established, the probationary performance evaluation process is initiated.

If the probationary period is one year, three evaluations are required to be conducted after 3, 6 and 9 months of service in the new classification. If the probationary period is two years, three evaluations are required to be conducted after 6, 12 and 18 months of service in the new classification.

An employee whose position has been reviewed and reclassified according to the reclassification review process may be granted a waiver of the full probationary period if the following criteria are fulfilled:

- A regular performance evaluation has been conducted during the period of time the employee has been performing the higher-level duties, with an overall rating of excellent
- The employee has served at least 12 consecutive months in in the higher-level position.
- The immediate supervisor has recommended a waiver of the probationary period and the appropriate division Vice President concurs with the recommendation.

Policies

Acquisition, Placement and Rotation of Art in Public Spaces (Public Art) and Monuments

Reviewed By: Administrative Council on December 14, 1987

Approved By: President Evans on December 18, 1987

Reviewed By: Administrative Council

Approved By: President Morales

Please note: This policy is currently being revised.

I. Introduction:

The Campus Art Program at CSUSB seeks to enrich the University's visual and intellectual environment by placing works of art in strategic locations across the San Bernardino and Palm Desert campuses. Works of art enrich the University community as well as visitors to our campuses by enhancing the educational experience and deepening the sense of place by creating public gathering spaces for reflection and intellectual discourse and is a reflection of the University's core educational mission.

The following guidelines establish the procedures to be followed by university administrators in undertaking all accessioning (inclusion in the inventory) and deaccessioning (removal from the inventory including discards and disposals) of works of art for public spaces including monuments. These guidelines pertain to both CSUSB campuses and exclude RAFFMA (Robert and Frances Fullerton Museum of Art), the Museum of Anthropology, and other art and artifact acquiring CSUSB museums and galleries. These guidelines specifically address acquisitions (process and procedure) as well as other necessary aspects of campus-wide public art, such as maintenance, preservation, financing, storage, etc. of art in CSUSB public spaces.

All public art and monuments proposed for installation in outdoor and indoor public spaces such as lobbies and other large University-owned facilities where the campus community gathers should be presented to the University Art Advisory Committee (UAAC) for review, evaluation, and recommendation for acceptance or rejection on both CSUSB campuses. UAAC advisory recommendations will be forwarded to the President's Office for review and action.

Temporary student exhibitions conducted under the guidance of faculty members, temporary art installations, and public art on temporary loan are exempt from this review process.

II. Public Art Definition

"Public art is not an art form. Its size can be huge or small. It can tower fifty feet high or call attention to the paving beneath your feet. Its shape can be abstract or realistic (or both), and it may be cast, carved, built, assembled, or painted. It can be site-specific or

stand in contrast to its surroundings. What distinguishes public art is the unique association of how it is made, where it is, and what it means. Public art can express community values, enhance our environment, transform a landscape, heighten our awareness, or question our assumptions. Placed in public sites, this art is there for everyone, a form of collective community expression. Public art is a reflection of how we see the world—the artist’s response to our time and place combined with our own sense of who we are.” - Association for Public Art

Art in public spaces includes two-dimensional art, three-dimensional art, media arts and monuments. It enhances and enriches public spaces, providing visual interest to the campuses. It encourages inquiry and dialogue. CSUSB’s public art collection reflects its unique identity, culture, and diversity; inspires intellectual engagement and creativity; and fosters an understanding of CSUSB’s history and aesthetic values. It reflects and enhances the CSUSB educational experience by encouraging a sense of community and engaging students, faculty, staff and alumni in compelling ways.



III. University Art Advisory Committee

Definition:

University Art Advisory Committee (UAAC) is an advisory body with-responsibility for reviewing and formally recommending acquisitions and permanent loans of art for public spaces at the CSUSB campuses. In some instances, the UAAC may consult with RAFFMA’s Acquisitions Committee prior to making recommendations. All recommendations will be submitted to the President’s for consideration and action.

Mission:

UAAC’s mission is to enhance learning and environmental aesthetics through advancing the presence of public art on CSUSB campuses. UAAC is guided by the principle that public art contributes to the educational mission, enhances and distinguishes the campus environment, and is a source of intellectual and creative inspiration to students, faculty, staff and the broader community.

Duties:

UAAC will:

- Meet at least a annually to discuss vision and advocacy for public art on the CSUSB campuses;
- Review works of art offered to the University-and recommend acceptance or rejection;
- Review proposals for commissioned public artworks and monuments;
- Suggest ways to acquire donated or commissioned art;
- Review and recommend-deaccessions;
- Advise on appropriate placement, installation, presentation, rotation and relocation of art on the campuses;

- Advise on preservation, maintenance, and storage.

Members/Structure:

UAAC will be comprised on the following members:

- Department of Art and Design chair or designee will serve as UAAC chair
- RAFFMA director or designee
- Museum of Anthropology director or designee
- Two tenure – track art faculty member recommended by the Department of Art and Design and endorsed by the Faculty Senate
- Art Student (MFA in Studio Art student or senior BA in Art major). Recommended by the Art Department and endorsed by ASI
- Vice President for Administration and Finance or designee
- Vice President for University Advancement .
- Associate Vice President for Facilities Planning and Management or designee
- Associate Vice President for University Advancement, Office of Philanthropic Giving or designee
- Dean of the College of Arts and Sciences or designee
- Palm Desert Campus Dean or designee -when artwork will be located at -the PDC

Procedures:

- All members are voting members.
- Simple majority vote establishes the decision.
- All meetings are open to the public and recommendations are part of public record.
- The committee will meet once a year to discuss, review and revise the vision for public art and review needed updates to documentation, if any.
- Meetings to review art proposals will be scheduled on an as needed basis. Selected reviews (with the anticipated consensus) may be held virtually via video or phone conference.–Minutes will be taken for all meetings and a report written for submission to the President, with copies to all members in hardcopy and digital file. The Division of Advancement will provide staff support to the UAAC.

IV. Public Art Funding

Purpose:

Funding is necessary to assure proper treatment of public art on campus, which includes:

- Acquisitions
- Installation
- Maintenance
- Publicity
- Printed materials
- Labels



- Regularly updated records
- Other related activities

Possible sources of funding include but are not limited to:

- CSUSB budget allocation
- Grants
- Donations
- Sales of existing art

Budget allocations supporting public art will be managed by the office of Vice President for Administration and Finance. Grants and donations will be administered by the CSUSB Philanthropic Foundation.

V. Public Art Acquisitions & Stewardship

Approved Forms of Acquisition:

- Gifts
- Bequests
- Purchases
- Deposits
- Permanent Loans
- Commissions

Process:

The University Public Art Program strives to acquire and position works of public art of the highest quality in settings appropriate to the scale, purposes, aesthetics and materials of individual works. The University Art Advisory Committee will advocate for and in collaboration of the University Advancement work to secure new works of public art through gift, purchase and loan. Where works of public art are received from gifts, University Advancement will manage the stewardship of the donor's relationship with the campus.

Acquisition proposals shall be submitted to UAAC on a timely basis. Recommendations shall be based on criteria that includes, but is not limited to:

- Proof of clear title to the object under consideration.
- Condition of the object and ability of the University, campus, college, department or other administrative unit to restore the object (if necessary).
- Availability of external or internal funding to install, conserve, maintain, and preserve the object at the time of donation and in the future.

UAAC shall carefully review objects being considered for acquisition and recommend disposition of each object. Possible outcomes include:

- acceptance
- acceptance with the possibility of future transfer (deaccession)
- acceptance with conditions
- non-acceptance
- request for more information

Criteria of Evaluation:

- The artwork is -by an established, accomplished artist whose work has received general critical acclaim or by an emerging artist of great promise, which may include -exceptional work -by a CSUSB faculty member, staff member, student, alumnus or alumna;
- The artwork -contributes to the educational mission of CSUSB and reflects the quality of the University's strong programs in the arts;
- The artwork -is constructed from materials appropriate to its proposed location, -able to withstand or accept the wear and tear inherent in public settings, and takes public safety into consideration;
- A plan for location, installation and maintenance of the artwork has been completed.

VI. Exhibition and Display

- UAAC will oversee the exhibiting of artworks from the University's public art collection. As deemed appropriate by UAAC, the public art collection will be given prominence through its display on the CSUSB campuses.
- UAAC will be consulted regarding the display or relocation of moveable artworks from the University's public art collection to spaces that fall outside UAAC's definition of designated spaces for public art.
- All campus public art should be properly labeled with the following information included in all labels/plaques:
 - Artist's name
 - Title
 - Date
 - Acquisition date
 - Credit or donor attribution if applicable

VII. Collection (Asset) Management

- CSUSB has a responsibility to preserve and document the University's art collection and all other items in its care. All art collection assets will be regularly inspected and their condition assessed under the guidance of UAAC.
- For each item in the collection an accession form will be completed and a file of relevant records on the history and condition of the item will be maintained.
- All items will be assigned a unique accession number.
- A master copy of all collection records is to be maintained and archived by the John M. Pfau Library.

- In keeping with the educational mission of the University, part of UAAC's responsibility through the management of the collection is to support teaching and research of visual culture.
- UAC will balance the developmental needs of the collection with its overall responsibility for the care and management of the existing collection. When acquiring works, UAAC will give due consideration to the resources required to house and maintain these acquisitions.
- An accounting of the entire University's public art collection will be undertaken once per academic year, including an updating of accession records by the John M. Pfau Library.
- These guidelines do not include artworks being displayed by or in the collection of RAFFMA, the Museum of Anthropology, or any museum or gallery located indoors or outdoors within the museum's or gallery's established land designation.

VIII. Relocation or Removal (Deaccession) of Public Art

Occasionally, the UAAC may recommend that a work of art be relocated, removed and deaccessioned. Options for deaccessioning items in the public art collection include:

A. Retention in the University's public art collection and:

- Relocation to another public location;
- Removal and placement into storage;
- Lending to another organization; or

B. Removal from the University's public art collection. UAAC may carry out deaccessioning of items from the University art collection in the interests of collection development and management. UAAC regards the right to deaccession items as a necessary part of developing the collection to its fullest potential, and a responsible mechanism for collection management. Strict guidelines for deaccessioning will follow established industry standards, and be in accordance with the objectives set forth in the UAAC Mission and Goals statements.

C. All recommendations for the deaccessioning of items will originate with UAAC and be forwarded to the President for recommendation and approval.

Deaccessioning will result in one of the following:

1. Return artwork on permanent loan to lender. The lender (who may or may not have elected to be involved in the review process) will be advised of the President's decision to return the object to the lender. Upon the lender's consent, the artwork will be returned to the lender, and any prior contractual agreement terminated.
2. Gift of artwork owned by the University.

a. The artwork may be offered to another organization or facility that operates for public benefit, preferably for public display.

b. A deed of gift will be signed by CSUSB and the recipient to formalize transfer of ownership and record any mutually agreed conditions. These may include obligations to ensure consistency with the terms of the original acquisition.

3. Sale of -artwork owned by the University.

a. CSUSB- may sell the artwork in a fair and open process. Sale by public tender or auction is preferred.

b. Proceeds from the sale will be used to fund acquisitions, maintain and conserve the public art collection.

4. Destroy artwork -owned by the University-
UAAC may recommend under extraordinary circumstances the responsible deconstruction, removal and disposition of objects or artwork deemed too damaged for restoration or due to public safety concerns. Should destruction of an artwork be necessary, it shall be done in an environmentally responsible fashion and sustainable manner. Destruction of the work will only be sanctioned when all other options have been thoroughly evaluated and no viable alternative found.

D. Relocation or removal of public art should be considered only after careful and impartial evaluation and undertaken only when no other option exists. It should involve the same degree of careful review as a decision to commission a work of art; informed by professional judgment and the interests of the University community, and should proceed according to carefully developed policies and procedures. Public art has a long history of controversy and it is essential that decision-making remains independent from political pressures, fluctuations in artistic taste, popularity or public opinion.

E. A public artwork may be considered for relocation or removal if one or more of the following conditions apply:

- Significant and/or substantial changes in the pattern of use, community, character or design of the environment where the public artwork is located necessitates a re-evaluation of the relationship of the public artwork to the location.
- The public artwork location or part of the location is to be redeveloped or demolished and it is not possible to incorporate the public artwork into the redevelopment without compromising the integrity of the public artwork or incurring excessive costs.

- The public artwork requires a high level of maintenance and/or conservation incurring excessive costs.
- The public artwork possesses serious or dangerous faults in design or workmanship and repair or remedy is impractical, not feasible or will undermine the integrity of the public artwork.
- The public artwork endangers public health and safety and remedy is impractical, not feasible or undermines the integrity of the public artwork.
- CSUSB is unable to reasonably guarantee the condition or security of the public artwork in its present location or the public artwork is irreparably damaged, due to reasons beyond the university's control.

While these criteria may prompt a review process, they are not the criteria upon which a final decision on whether to relocate or remove a public artwork is based.



Risk Management Policy

Reviewed By: Administrative Council on September 13, 1999

Approved By: President Karnig on September 16, 1999

Reviewed By: Administrative Council on June 10, 2013

Approved By: President Morales on June 10, 2013

Reviewed By: President Morales on November 18, 2014

For interpretation of this policy, please contact the responsible department:
Office of the President. Responsibility has been delegated to the Department of Risk Management.

Risk management has been practiced at CSUSB for many years, with the first Risk Management Policy introduced and adopted in 1999. Risk potential is assessed, managed and mitigated primarily by several campus areas, including Risk Management, Environmental Health and Safety, Emergency Management, Business Continuity, Procurement & Contract Services, Human Resources and University Police. Through the adoption of this policy, CSUSB recognizes risk management as a function that encourages the participation, cooperation and involvement of the entire campus community.

The purpose of this policy is to address unanticipated and unintended losses to CSUSB's human resources, financial assets, and property without unnecessarily limiting the activities that advance the university's mission and goals. This policy is issued pursuant to [California State University Executive Order 1069](#), Technical Letters RM 2011-05 and 2011-06, and other risk-related guidance issued by the CSU.

Overview

The campus Risk Manager, as designated by the campus president, will assist campus administrators in maintaining risk management policies and practices. The Risk Manager shall consult with University Counsel, the CSU Office of Risk Management, the California State University Risk Management Authority (CSURMA), and the State Office of Insurance and Risk Management (ORIM) to carry out this policy.

Guidelines

Guideline documents issued by the CSU Office of Risk Management and CSURMA shall be followed by the campus. The Risk Manager will assist in sharing documents, requirements, and guidelines with appropriate campus administrators and will assist with monitoring and implementing risk management policies and activities.

Risk Control

Various processes and control measures are in place to assist the campus in minimizing exposure to risk, including: transferring risk through third party waivers, hold harmless agreements and vendor contracting; transferring risk through personal liability, health, travel and life insurance; preventing/controlling risk through training and supervision; and by analyzing the risk in a manner that considers the whole campus organization and not just its individual components. In addition, the Risk Manager will work collaboratively with key stakeholders to develop campus and department specific risk mitigation procedures and guidance.

Review/Assessment of Risk

Ongoing risk assessments will be conducted to ensure that policies adhere to systemwide policy and guidance. These assessments will include on-campus and off campus activities, including, but not limited to, international travel, study abroad programs, internships, and field trips, etc.

Appropriate department administrators are responsible for ensuring that campus programs, activities and policies managed by their department are conducted in a manner that considers the risk of loss or injury. The Risk Manager will assist department administrators to identify risks, perform analyses of the frequency and severity of potential risks, select the best techniques to manage risk, implement appropriate risk management techniques and staffing standards, and monitor, evaluate and document results. Resource issues related to the participation by campus colleges and departments will be addressed by the department administrators.

Risk & Safety Committee

Risk & Safety Committee has overall responsibility for monitoring and approving the risk policies and associated practices of the University. The committee, chaired by the Risk Manager, will meet periodically to consider matters involving risk and safety. The committee will evaluate significant risk exposures of the university and provide guidance and support for the refinement of the overall risk management framework. Committee members are responsible for providing advice and information within their program areas to ensure the full performance of risk management functions.

The Risk Manager is responsible for forwarding committee recommendations to the Vice President for Administration and Finance, who will present those recommendations to the President.

Risk Management Report

On an annual basis (calendar or fiscal), the Risk Manager will develop a risk management report inclusive of relevant data and the risk assessment component. Such assessment will prioritize the risks, areas of responsibility, related costs and funding options to ensure availability of funds. This report will be provided to the campus president and the Assistant Vice Chancellor for Financing, Treasury, & Risk Management.



University Archives Collection Development Policy

I. General Collecting Scope

The Arthur E. Nelson University Archives serves as the designated campus repository for records, documents, publications, and other materials that document the history of California State University, San Bernardino (CSUSB).

The primary function of the University Archives is to acquire, manage, and provide access to materials created by colleges and academic departments, university administration, faculty, and student organizations in order to preserve institutional memory and to support the teaching and research needs of the CSUSB campus community.

Relevant materials in any format (e.g., paper-based materials, sound and video recordings, microforms, digital files, maps, photographs, architectural drawings, etc.) are eligible for inclusion in the University Archives.

The University Archives does not collect all university-related materials but aims to acquire those items that document the university's decision-making processes and essential cultural history.

II. CSU Administrative Mandate

California State University's (CSU) Chancellor's Office maintains the CSU Records Retention and Disposition policy¹ which requires each CSU campus to retain specific records created by the individual institution.

The University Archives is responsible for records that meet the criteria for 'historical' value as defined by CSU Executive Order (EO) 1031 (Systemwide Records Information Retention and Disposition Schedules Implementation).² EO 1031 defines 'historical' value as records of long-term value that document past events or arise from exceptional age and/or connection with some significant event or person associated with the CSU.

Records designated as 'historical' in the CSU Retention and Disposition schedules³ should be transferred by the office of origin to the University Archivist for review when these records become inactive and are no longer regularly needed for business purposes. It is the responsibility of the University Archivist to make the final determination on which records satisfy the requirements for 'historical' value and are suitable for retention in the University Archives.

¹ <https://www2.calstate.edu/csu-system/records-retention-disposition>

² <https://calstate.policystat.com/policy/6594392/latest/>

³ <https://www2.calstate.edu/csu-system/records-retention-disposition/Pages/schedules.aspx>

III. Campus-Level Core Materials

Campus-level core materials are defined as those items that the University Archives should strive to collect, at minimum, in order to fulfill its primary function. The following list was not designed to be exhaustive, rather it is meant to provide guidance to the University Archivist when reviewing collections and selecting items for transfer to and retention in the University Archives.

Administrative and Program Records

- University Administrators including presidents, vice presidents, provosts, and deans (e.g., correspondence, memorandums, meeting minutes)
- Colleges and departments (e.g., founding documents, annual reports, meeting minutes, organizational charts)
- Divisions (e.g., annual reports, meeting minutes, organizational charts)
- Faculty Senate (e.g., bylaws, constitution, agendas, meeting minutes, reports)
- Office of Academic Programs (e.g., curriculum policies, accreditation documentation)
- Office of Research and Sponsored Programs (e.g., publications, reports)
- Facilities Planning & Management (e.g., architectural drawings, designs, & blueprints, campus space & facility reports)
- Athletics (e.g., schedules, rosters, annual reports)
- Library (e.g., reports, organizational charts)
- Palm Desert Campus (e.g., founding documents, course offerings, annual reports)
- Associated Students, Inc. (e.g., bylaws, meeting minutes, founding documents)
- Student organizations with a substantial impact on campus (e.g., bylaws, meeting minutes, founding documents)

Publications

- Bulletin of courses (course catalog)
- Schedule of classes
- Academic calendars
- Telephone directories
- Student newspaper
- Yearbooks
- Commencement programs
- Brochures
- Fact sheets
- Newsletters
- Bulletins
- Faculty, staff, and student handbooks
- Personnel manuals
- Master and strategic plans

Non-textual materials

- Photographs, negatives, and slides
- Sound and video recordings
- Campus maps
- Promotional posters
- Memorabilia
- Artifacts

Other Materials

- University founding and incorporation documents
- University special events and anniversaries records
- Alumni association records
- Biographical data about faculty, staff, and benefactors

IV. Faculty papers⁴

Faculty papers contain significant information on teaching, research, professional, and administrative activities. These are areas through which researchers can gain a valuable perspective on the intellectual vitality of the university community. They can also be rich resources of university history, in addition to documenting the careers of individuals.

The University Archives acquires faculty papers selectively while also striving to document the diversity of faculty members' backgrounds, perspectives, and research interests. When determining the significance of a faculty member's body of work, the following measures are considered:

- Participant in, eyewitness to, or commentator on a major historical event

⁴ The "UC Faculty Papers: Identification and Appraisal" guidelines heavily influenced this section of the policy, <https://libraries.universityofcalifornia.edu/content/uc-faculty-papers-identification-and-appraisal>.

- Recognized expert in their area of research/study
- Recipient of significant awards/honors
- Established new university curriculum, department, or program
- Significant university service (e.g., department chair, dean, provost)
- Appointed to prominent national/international organization (e.g., National Academy of Sciences)
- Significant patents/inventions
- Emeritus/emerita status
- Comprehensive collection of materials with substantial intellectual content in a subject area relevant to the university's academic programs

There are also several factors that may weigh against accepting faculty papers into the University Archives including:

- Identifiable portion of collection has donor-imposed access restrictions
- Portions of the collection are held by another archival repository
- Surrogate copies of collection materials are held by another archival repository
- Majority of career spent at another CSU campus or university
- Unwillingness of donor to transfer physical ownership of collection

V. Excluded Materials

The following types of materials are considered out of scope and not collected by or maintained in the University Archives:

- Financial records
(e.g., payroll records, purchase orders, receipts)
- Personnel records
(e.g., RPT files, evaluations, leave requests)
- Student records
(e.g., grades, marked student papers)
- Health records
(e.g., patient files)

VI. Additional Considerations

The University Archives:

- Actively collects university publications as they are published and select university records in digital format (e.g., faculty senate meeting minutes, annual reports, official memorandums) as they are made publicly available online through the university website.
- Does not collect active records that are still in-use regularly by the office of origin (only inactive records will be added to the University Archives).
- Does not accept on-deposit materials and also cannot provide temporary record storage.
- Collects no more than three copies of any single item (exceptions may be made in rare cases).
- Reserves the right to de-select and withdraw materials which no longer fit the criteria for inclusion as the relevance of materials in the University Archives can and will change over time.

University Event Policy

Reviewed By: Administrative Council on August 26, 1996

Reviewed By: Administrative Council on July 28, 1997

Reviewed By: Administrative Council

Approved By: President Morales

Purpose

The purpose of this document is to set forth appropriate standards, priorities, and guidelines for scheduling facilities and events which are consistent with the mission of the university and assure the safety of its constituents. Programs which are not consistent with the mission of the university or which are deemed to present a safety hazard to participants or members of the university community may not be sanctioned by the university. Operational procedures for scheduling specific facilities on campus are available through the administrative office responsible for the facility as referenced in the Facility Use Procedures. In this policy, the term "facility" is to be interpreted as a university-controlled building or its grounds.

Scope

Use of state educational facilities is governed by the State Education Code which is summarized in the State University Administrative Manual (SUAM). Events are permitted on the California State University, San Bernardino campus only if they do not interfere with normal University business and/or previously scheduled events. Campus facilities and grounds will be assigned in a manner which maximizes efficiency of operation. Events are categorized into three groups based on risk levels:

- Low Risk: general meetings, campus community member only, standard room set-ups, food provided by the campus catering services, etc.
- Medium Risk: meetings open to the public, selling pre-packaged food, small public events (less than 70), outdoor location, after hours, etc.
- High Risk: Carnivals, concerts, Festivals, 5k's, large public events and conferences (more than 70), preparing/cooking food, etc.

Groups Authorized to Use Campus Buildings and Grounds

The campus makes space available on a first-come, first-served basis, to both university and non-university affiliated groups. However, academic classes for student course has the priority for space usage and activities may be moved or rescheduled to meet the needs of the regularly scheduled academic courses.

University departments/programs may request space up to one (1) year in advance of event. Chartered Students Clubs and Organizations, may schedule regular meetings up to nine (9) months before the beginning of the academic semester requested. Non-University organizations or individuals may schedule space up to nine (9) months in advance of the event.

Facility Use Requests

Facility use reservation process and procedures are managed by the Special Event and Guest Services department. Visit the Special Events and Guest Services website for the following procedures:

- CSUSB Affiliated Space Reservation Procedures
- CSUSB Student Clubs and Organizations Space Reservation Procedures
- CSUSB Non-affiliated Space Reservation Procedures

Facilities Use Fees

The university assesses fees, as appropriate, for uses of real property (i.e., buildings and grounds), equipment, personnel, utilities, etc. State funded campus departments/programs, and chartered student clubs & organizations will be charged only for additional personnel and special services requirements over and above routine operating patterns and costs (i.e., for expenses not included in the university's normal daily operation.) Campus affiliated auxiliary units and self-support operations will be charged a space use fee, in addition to the costs of supporting the event. Non-university affiliated groups will be charged for space use and any costs for additional support. Misuse of space may result in additional charges, or denial of future usage.

In order for an event to be considered a CSUSB sponsored event the following criteria must be met:

- Attendance must be 51% or more CSUSB faculty, staff or student
- A CSUSB faculty, staff or student must reserve the space, provide funding and be present at planning meetings and the actual event
- Event must be mission related

Facility Use Condition, Damages and Destroyed Properties

University facilities must be restored to their original condition at the end of the event. Failure to leave the facility in good order may result in additional charges, or denial of future usage. The event requestor/sponsoring group shall be held responsible for any and all damages to university property caused by their event. Failure to pay scheduled fees or damages, or failure to comply with this policy of responsible supervision may result in the immediate loss of scheduling privileges.

Delegation of Authority

The Director of Special Events and Guest Services has the authority to approve special events facilities use agreements, up to and including \$5,000. Above that amount, and for any Coussoulis Arena agreements, Procurements and Contracts (Purchasing) must approve the facilities use agreement.

University Event Committee

At the discretion of the University Event Committee, event requesters may require approval from the University Event Committee. The University Event Committee reserves the right to assess and identify the level of risk of all events using the following factors and make recommendations to mitigate the risks:

- Determine that the complexity of the event requires the involvement of more than one campus administrative unit;
- Determine if the event is likely to significantly affect campus safety and security or significantly affects campus services;

- Determine that the event has a substantial likelihood of interfering with other campus functions or activities.

The University Event Committee is comprised of at least one representative from each division such as Facilities Management, University Police Department, Parking Services, Risk Management, Environmental Health and Safety, Associated Students, Inc., Housing and Residential Education, John M. Pfau Library, Santos Manuel Student Union and Special Events and Guest Services.

Reference Documents

[CSUSB Speech and Advocacy Policy](#)

[CSUSB Student Clubs and Organizations Special Event Policy](#)

[CSUSB Santos Manuel Student Union Policies](#)